



JOHN McMAHON, SHERIFF-CORONER



## **SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT**

### **CONCEALED CARRY WEAPON PERMIT**

#### **APPLICATION INSTRUCTIONS – (PLEASE READ CAREFULLY)**

**FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS  
COULD DELAY THE PROCESSING OF YOUR APPLICATION.**

#### **THERE ARE NO EXCEPTIONS TO THE FOLLOWING RULES.**

1. Must be a United States Citizen and a **full-time** resident of San Bernardino County.
2. Must be at least 21 years of age.
3. Must fill out the on-line application completely (including section #7), **print the application**, and submit it on-line using the "create email" button (please ensure your computer did actually send the email).
4. Once your application is received, the Sheriff's Department Employee Resources Division will call you to set an appointment for a CCW interview. If you do not receive a call within one week, please call the Employee Resources Division at **(909) 387-3750**.
5. Fill out the Notarized Form, Residence History Form and Employment History Form.

#### **NOTICE: BRING THE FOLLOWING ITEMS AND DOCUMENTS TO THE INTERVIEW:**

- A. Completed **CCW application** (DO NOT SIGN the application until you are asked to do so by the interviewer), **Notarized Form**, **Residence History Form**, and **Employment History Form**.
- B. **ORIGINAL (plus one copy)** of the following (NO exceptions):
  1. California Driver's License OR current active military ID and original state ID
  2. County certified Birth Certificate or Naturalization papers/certificate
  3. Utility bill with your name and service address
  4. Current property tax bill, Grant Deed or Rental Agreement
  5. Marriage certificate to verify name change, if applicable
  6. Military discharge DD214 form, including discharge status
- C. Legal documentation/police reports pertaining to any law enforcement contact (example arrests, suspect or victim).

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D. **COPY** of your most recent utility bills, I.E., gas, water, electric or trash (*home phone bills or cell phone bills are not accepted*) and a copy of your deed with a parcel number or any other sufficient proof of full-time residency in San Bernardino County. Your name **must** appear on the utility bill, deed or rental agreement.

E. **Two** separate **money orders** made payable to the San Bernardino County Sheriff's Department (SBSD), **due at the time of your interview**.

- (1) Fingerprinting - **\$108.00**
- (2) 20% of the administrative / background fees - **\$29.20**

NOTE: A third **money order** for **\$116.80**, the remaining 80% of the administrative/background fee, is due when you receive your permit.

F. **RENEWAL PERMIT - FEES** (Due every two years):  
Department of Justice - **\$52.00** (payable to DOJ)  
SBSD (admin fee) - **\$37.00** (payable to SBSD)  
SBSD (training class) - **\$25.00** (payable to SBSD)

Please **DO NOT** bring firearms or other weapons to your appointment at the Employee Resources Division. Weapons will be inspected on the range during the Firearms Safety Course.

### NOTICE: NEW TRAINING REQUIREMENT

Per Penal Code section 26165, it is now a DOJ requirement that CCW permit applicants attend a specified course of training prior to the issuance of a new or renewal permit. Courses are provided through the San Bernardino County Sheriff's Department at the following costs:

**NEW** CCW applicant:

SBSD Range - **\$100.00** (**money order** payable to SBSD)

Apple Valley Gun Club - **\$100.00** (**money order** payable to SBSD)  
Plus - **\$25.00** (**money order** payable to the Apple Valley Gun Club)